FINANACE SECRETARIAT

Proper maintenance of Service Books to expedite disposal of pension claims—Instructions regarding.

CIRCULAR

No. FD(Spl.) 5/CCP 73, BANGALORE, DATED THE 24TH DECEMBER 1973.

The attention of all Heads of Departments and Heads of offices is invited to Rule 407 of the K C. S. Rs. The Head of an office is required to show, every year, to all the Government servants working under his administrative control their Service Books and to obtain their signatures in token of having seen and verified the entries in these books. It is also prescribed in that rule that a certificate to the effect that he has done this in respect of the preceding financial year should be submitted by him to his next superior officer by the end of every September. These provisions of the Rules are meant to give an opportunity to each Government servant to ensure that the entries made in his Service Book are correct and complete. Unless every event in the official career of the Government Servant is recorded immediately in sufficient detail in his Service Book, pension cannot be settled without delay.

2. The Accountant-General has brought to the notice of Government that he is finding it difficult to finalise the pension claims of retired officers since the Service Books accompanying the pension records are not maintained properly by the Heads of offices. The pension records are returned on many occasions owing to omissions and defects requiring rectification in the Service Books and this results in delay in the finalisation of pension claims.

3. The Peripatetic party in the Finance Department has reported that in many cases delay in finalisation of pension claims is due to the loss of the Service Books of the retired Government servants. According to Rule 397 of the K. C. S. Rs., the Service Books of the Government Servants should be kept in the safe custody of the Head of the office and the loss of Service Books would indicate negligence on the part of the Head of the office.

4. All the Heads of Departments and offices should ensure that correct entries are made promptly in the Service Book of every Government servant working under them in sufficient detail and that the Service Book is shown without fail to the Government servant every year and his signature obtained in it in token thereof. Any lapse in observing the provisions of the K. C. S Rs., regarding the proper maintenance of Service Books will be viewed seriously and the officer responsible for such lapses will be liable for disciplinary action.

M. SANKARANARAYANAN,
Joint Secretary to Government,
Finance Department.

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(8) Bangalore North Taluk

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5. Sri Markandaiah, Social Worker, Yelahanka, Bangalore North.
6. Sri C. R. Gowda, Social Worker, Anabahalli, Bangalore North Taluk
7. Sri P. M. Venkatesh, TDB Member, 271/Pillanna Garden, Bangalore-5

Secretary

8. Tahsildar of the Taluk

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4. Sri Lokasevanirtha Hanumathaiah, Ex-M L A., Nelamangala.
5. Sri S. A. Shivashankara, Member, TDB., Srinivasapura, Nelamangala Taluk.
6. President, Taluk Congress Committee (R) Nelamangala.
7. Smt. Lakshminarasamma Member, TDB, Nalamangala Town.

Secretary

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5. Sri A. K. Abdul Samad, Ramanagaram,
6. Sri Thimme Gowda, B. Ss., B. ED., B. L. Advocate, Ijjur Extension, Ramanagaram.
7. Sri Y. Hanumanthaiah, Door No. 145, Balagigara Street, Ramanagaram.

Secretary

8. Tahsildar of the Taluk.

Members of the District Level Advisory Committee for Food and Civil Supplies, Bangalore District residing in the Taluks are to be invited to attend the meetings of the Taluk Level Advisory Committees for Food and Civil Supplies as permanent invitees.

The Committees should meet once in a quarter or more often when necessary at the Taluk Headquarters and examine the situation with regard to supply of foodgrains, distribution and any other relevant points in this regard and advise the Tahsildar concerned for further measures that might be considered necessary to the best advantage of the people of the Taluk. The functions of the committees would be of an advisory nature.

The Committees so constituted shall function for a period of one year from the date of this order.

The non-official Members of the Committees may be paid T. A. and D. A. at the rates indicated under list 'A' in the annexure relating to the Rules of Procedure for preferring T. A claims of non-official members of Conferences and Committees specified in the Mysore Civil Services Rules, 1958.

The expenditure on this account during the Current Year is debitable to the sanctioned Budget provision of the Department under the head "26 Miscellaneous Departments-b. b. Civil Supplies Department-II, Executive Establishment-2 Travelling Allowance."

This Order issues with the concurrence of the Finance Department *vide* their U. O. No. FD 254 (a)/CW-II/73 dated 21st June 1973.

By Order and in the name of the Governor of Mysore,

M. D. GOVINDARAJ,

Under Secretary to Government,
Food and Civil Supplies Department.